NWD Comments Included

Standard Computations for Workload Analysis and Resource Leveling - REF8001

Scope

This reference document provides the numerical baseline for workload analysis and resource leveling. The recommended number of productive manhours per FTE in the chart below will be used as the baseline in the workload analysis report. Regions may vary this number to suit their individual needs, but the number must be consistent across the MSC's districts or equivalent for Labs/Centers.

Distribution

Project Manager (PM)

Project Delivery Team (PDT)

Resource Provider(s)

Deputy District Engineer for Programs & Project Management (DPM)

Corporate Board

Regional Management Board (RMB)

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary and that it reflects actual practice.

District-level Computations

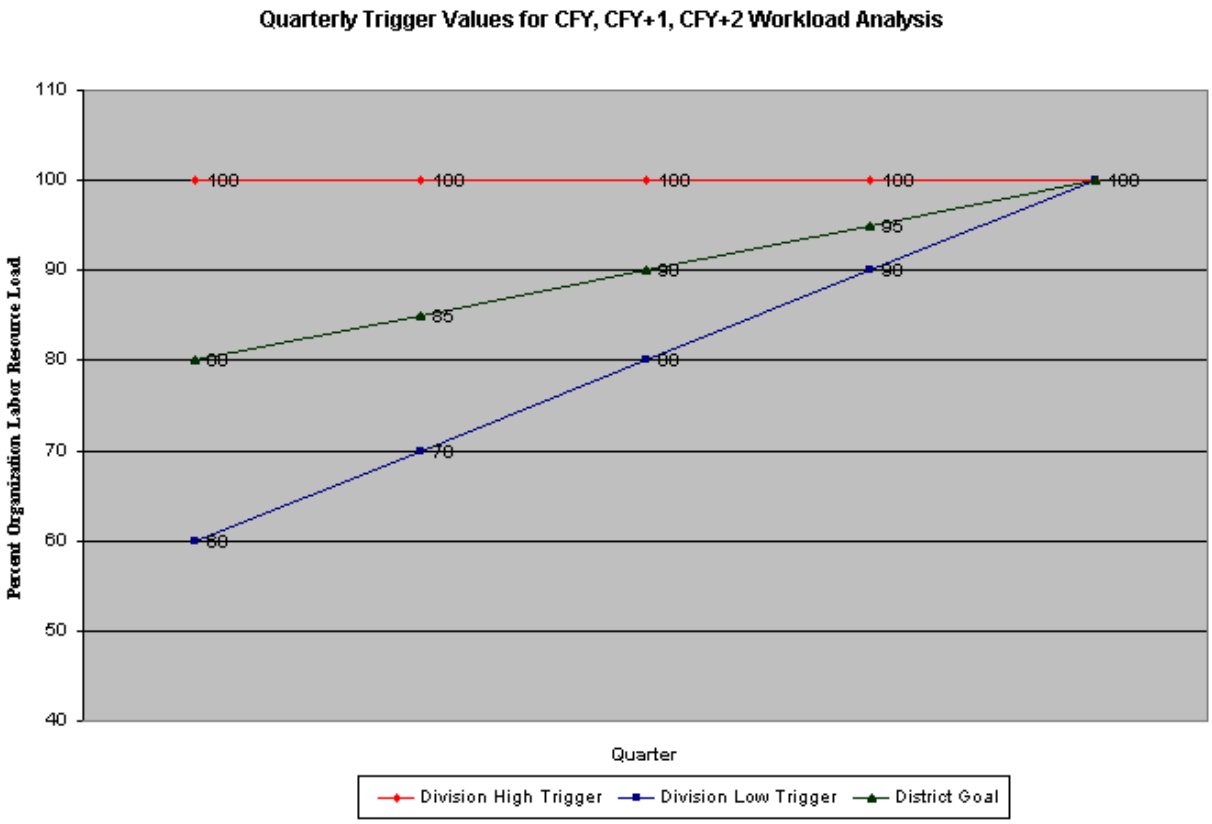
Operation	Hours	Explanation
Standard computations		
	2080	Hours in 52-week workyear
Deduct	80	10 Holidays/workyear
Hours remaining	2000	
Deduct	224	Hours lost to Annual or Sick Leave
Hours remaining	**1776**	**Effective hours**

Possible Additional District-level computations (To be determined by each Region)		
Deduct	120	Hours charged to TI (training, etc.)
Hours remaining	1656	Direct chargeable hours
Deduct	236	Deduction for other factors (unanticipated new work, emergency work)
Hours remaining	**1420**	**80% of 1776 hours**

The purpose of the chart below, Quarterly Trigger Values Chart for Workload Analysis, is to establish trigger values to provide a quick indication of whether the projected district/region in-house workload by organization or function is out of balance (so low or so high) at any particular time during the year that it should be analyzed more carefully. The purpose of a more complete analysis is to ensure that provisions are made to appropriately balance the workload between USACE (district, region, or other region) and contract resources, so that project/program schedules will not be impacted and that USACE resources are fully and effectively utilized. The resource requirements must be in enough detail to identify work for a project down to the section, or even unit level if there are multiple disciplines in the section, by month and discipline. Response: Agreed, processes already specify resourcing to the lowest organizational level.

Quarterly Trigger Values Chart for Workload Analysis

This chart only depicts what goes on in CY, need to clarify. Response: Will change chart title and revise text below.



Explanation of the Quarterly Trigger Values Chart

Label the quarter values on the chart. Response: accept

The chart depicts quarterly district and regional triggers for workload analysis.

Utilizing data from P2 showing utilization of roles and resources and the productive manhours per FTE calculated above, districts/labs/centers will calculate functional and organizational workload. The workload calculation will be based on actual to date and/or projected in-house resource utilization for the CFY, CFY+1 or CFY+2. The workload calculation will be displayed as a percentage of projected hours of in-house FTE utilization during the year divided by available, productive in-house FTE hours within the district/lab/center during the year.

The resulting percentage will then be compared to the Quarterly Trigger Values Chart. The top and bottom lines represent thresholds where the RMB will be consulted to assist the district/lab/center in evaluating and balancing its workload, using resolution techniques identified in *District/Center Workload Analysis and Resource Leveling – PROC1020[PROC1020].* In the first quarter of the CFY, the regional triggers are 60 and 100 percent. During the CFY, the triggers close to 100% at the end of the fourth quarter. During the CFY+1 and CFY+2, the triggers remain at 100% and 60% of available hours. Within the

thresholds of the trigger values, districts/centers are expected to continue to balance and analyze workload per the *Resource Forecast Analysis Annual Schedule – REF8002[REF8002].*